

**APPLICATION FORM****TENDER FOR ENGAGEMENT OF TRANSPORTING AGENTS  
FOR TRANSPORTATION OF RICE UNDER MID DAY MEAL  
PROGRAMME IN PURI DISTRICT DURING 2020-21.**

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1	Name of the Tenderer (IN CAPITAL LETTERS)	
2	Name of the Block for which applied (Separate forms to be used for additional blocks)	
3	Detail Address for Communication with Phone No. (STD Code)/E-mail Address	
4	Commercial Establishment address with certificate.	
5	Pay order/DD No. & Date for Rs.5000/- towards cost of Tender paper (for each block).	Page No:
6	Valid PAN Card (enclose self-attested copy)	Page No:
7	Up to date Income Tax Clearance Certificate/ latest income tax return	Page No:
8	Fixed Deposit/ Bank Guarantee (₹10,00,000/-) from any nationalized bank.	Page No:
9	EMD (₹2,00,000/-) duly pledged in favour of Mid Day Meal Programme, Puri	Page No:
10	Experience/Performance Certificate (for 3 years on similar trade)	Page No:
11	Valid Agents License for transportation of food grains as per Carriage by Road Act- 2007 with carriage by Road Rules-2011.	Page No:
12	Affidavit showing no Criminal / Vigilance case pending against him/ her, he/ she is not a miller or miller agent and he/ she or his/ her firm is not blacklisted by any Govt./ semi Govt. organization (Annexure-I).	Page No:
13	Affidavit as to family members of the tenderer having no commercial interest (Annexure-II).	Page No:
14	Valid Registration & Fitness certificate of Transport vehicles (Annexure-III)	Page No:
15	Valid Labour License	Page No:



District Education Officer, Puri

Signature of the Tenderer  
with seal

## General Information and Guidelines for the Tenderer:

1. The tenderer shall read all the instructions and guidelines carefully before filling up the Tender papers and submitting the same.
2. All the instructions, guidelines and the Tender paper shall form part of the required Agreement.
3. In case any document as per the annexure-IV is not enclosed to the Technical Bid, the Tender Paper shall out rightly be rejected.
4. The District Tender Committee reserves the right to negotiate with the lowest tenderer for workable/feasible rate.
5. The District Tender Committee reserves the right to have cross negotiation with all the qualified Tenderers, if required, to finalize the rate for transport operation.
6. Tender paper not accompanied with all the schedule/ Annextures, documents as detailed at Checklist (Annexure-IV), the same shall be liable for rejection.
7. Last date of submission/receiving of tender papers:- dt. 27.03.2020( 3.00.PM).
8. Opening of Document Bids of tenders at 04.00 pm on dt.30.03.2020.  
& opening of Price Bids at 4.00 pm on dt. 31.03.2020.

## TERMS & CONDITIONS

Sealed Tenders in prescribed forms are invited from the intending Registered Firm(s) Authorized Licensing Transporting Contractors/Agents/ Govt. or Semi Govt. Agencies/ Cooperative Societies for undertaking transportation of food grains (Rice) under Mid Day Meal programme of Puri District from the OSCSC Ltd. to different School points for the year 2020-21.

1. The tenderer may apply for one or more blocks (separately for each block) of the districts. One tender form to be used for one block only.
2. No individual, company, firm, corporation shall participate in the tender process unless it obtains or possess valid Agent's license for transportation of food grains as per Carriage by Road Act-2007 with carriage by Road Rules-2011.
3. The Tenderer should file an affidavit either before the Executive Magistrate or before the Notary in support of that; he/she has no criminal/vigilance case pending against him/her; he/she not miller or miller agent and he/she or his/ her firm is not blacklisted by any Govt./ semi Govt. organization(Annexure-I).
4. The Tenderer should file an affidavit either before the Executive Magistrate or before the Notary as to Family Members/ Partner of the Firm/ Director of the Company (Annexure-II)

  
District Education Officer, Puri

Signature of the Tenderer  
with seal

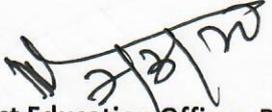
5. The Tenderer should have minimum two no. of transport vehicles having good running condition suitable for transportation of food grains (1nos heavy vehicles and 1 nos light vehicle) registered in his/her name/ in the name of the family members & having state permit of each vehicle for transportation. The transporting agent will have the responsibility for smooth transportation or delivery of materials to destination following the existing rule of traffic for transportation.
6. In case of partnership firm, the vehicles must have been registered in the name of the firm or any of the partners. An affidavit of the partner who is registered owner of the vehicle has to be furnished about use of such vehicles by the firm for transportation operations of the Corporation without any objection. In case of company, the vehicles must have been registered in the name of the company or in the name of any of the Director(s). An affidavit of the Director(s) who is registered owner of the vehicle has to be furnished about use of such vehicles by the company for transportation operations of Corporation without any objection. The tenderer applied for more than one block shall have separate vehicles for each block.
7. In case the tenderer required to dispose of any vehicle(s) between the agreement period, the same shall be made on prior intimation to the District Education Officer, Puri with substitute of a suitable vehicle in the name of the tenderer along with its documentary evident.
8. The Tenderer should have experience of transportation for minimum three years in similar trade/profession.
9. The maximum ceiling of transportation cost of rice from OSCSC Ltd. to school point irrespective of distance is Rs.150/- (Rupees One Hundred Fifty) only per quintal of rice duly notified vide S & ME department, Govt. of Odisha letter no. 905/dt.17.08.2019.
10. The tender should be filled in properly and legibly without any over writing. The rates and units should be written both in words and figures in the tender. The rates quoted (flat rate per quintal irrespective of distance & inclusive of all expenditure) should be final and the Tenderers shall not be allowed to change the same under any circumstances and it should be valid for the year 2020-21. All pages of the tender paper must be signed by the Tenderer as token of acceptance of the terms and conditions.
11. The tenderer shall carefully go through all the terms and conditions of the tender documents and submit the tender papers correctly and in complete form. The tender paper should be filled in properly and legibly without any correction/ overwriting. No opportunity shall be given to the tenderer to rectify or amend any defect detected at the time of verification.
12. The lowest rate of the tender will be considered for acceptance if the rate is within the cost norm depending upon the local condition and prevailing prices.
13. The Tender Committee will examine the feasible rate of transportation to award the tender. It is not that the tender will be awarded to the bidder quoting the lowest rate, if the rate is not feasible/ workable.



District Education Officer, Puri

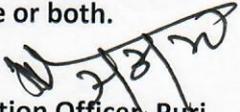
Signature of the Tenderer  
with seal

14. The Tenderer will submit his/her bid in two sealed envelopes (First one super scribing "Document Bid" containing all required valid documents and second one super scribing "Price Bid"). Both the bid documents should be submitted in a master sealed envelope super scribing "TENDER FOR UNDERTAKING TRANSPORTATION WORK UNDER MID DAY MEAL PROGRAMME IN PURI DISTRICT IN ..... BLOCK DURING 2020-21" (The name of the block applied for to be written in the space provided).
15. The Tenders should furnish following self-attested documents/ papers along with the tender paper. In case, any one of the documents specified below is not enclosed to the Document Bid, the tender paper shall be out rightly rejected. The Tenderer shall have to produce the original documents if necessary before the District Tender Committee for verification failing which his/her tender shall be summarily rejected.
- Original tender paper duly signed by the Tenderer.
  - Commercial Establishment address with phone no, E-mail etc.
  - Pay order/DD (non-refundable) for Rs.5000/- (Rupees Five Thousand) only made in favour of Mid-Day Meal Programme, Puri payable at Puri towards cost of tender paper for each block.
  - Valid PAN Card & latest income tax return/ upto date Income Tax Clearance Certificate.
  - Original fixed deposit/bank guarantee for ₹ 10,00,000/- (Rupees Ten Lakh) only for one block (multiple of ₹10,00,000/- if applied for more than one block) issued from any Nationalized Bank duly pledged in favor of Mid Day Meal Programme, Puri for the entire agreement period.
  - Bankers Chaque/Demand Draft issued by any Nationalized Bank/Scheduled bank for ₹2,00,000/- (Rupees Two Lakh) only made in favour of Mid Day Meal Programme, Puri payable at Puri towards Earnest Money Deposit for each block.
  - Past experience (at least for three years in similar trade) and performance certificate of Tenderer in similar trade (if any), in Govt./ Semi Govt. organizations.
  - Attested copy of the valid Agent's license as per Carriage by Road Act-2007 with carriage by Road Rules-2011.
  - Affidavits as at point 3 & Point 4 of the terms and conditions (Annexure I & II).
  - Attested copy of valid Registration certificate, Fitness certificate issued by the Transport department in respect of Transport vehicles (Annexure III).
  - Valid Labour license from the Labour Department.
16. In case the successful Tenderer refuses to execute work of transporting agent after acceptance of his tender by the undersigned, the earnest money deposited by him/her will be forfeited.

  
District Education Officer, Puri

Signature of the Tenderer  
with seal

17. The Tenderer has to deposit ₹ 4,00,000/- (Rupees Four Lakh) only per each block as security deposit with the District Project Management unit, MDM, Puri. The Earnest Money Deposit of un-successful Tenderers shall be refunded after finalization of the tender process. The EMD of successful Tenderers will be converted to Security Deposit and the balance amount shall be deposited fortnightly before execution of agreement. This will be refunded after successful completion of contract period and audit of accounts of Transporting Agents. The whole or part of the security deposit will be forfeited for irregular performance or breach of any of the terms & conditions of agreement during the contract period. No interest shall be payable on the amount of Earnest Money Deposit.
18. The successful Tenderer(s) shall have to execute an Agreement with the Collector, Puri as per the terms and conditions specified within 7 (seven) days of intimation of acceptance of his/their tender.
19. The successful Tenderer shall be required to lift food stuff rice under Mid-Day Meal programme from OSCSC Ltd. as per release order issued by CSO and transport the same to different School points directly within the specified time/ period as per the direction of the District Nodal Officer, MDM-cum-DEO, Puri and after obtaining the diversion order issued from concerned Block Nodal Officer, MDM-cum-BEO. It is the responsibility of the Tenderer/Transporting agent to lift fair average quality (FAQ) food grains (Rice) from OSCSC Ltd. and deliver the same at the school points in consultation with the concerned CRCC on proper weighment, excluding the weight of the gunny bags, as per the diversion order and in no case short supply/delivery of rice shall be allowed.
20. The Transporting Agent must carry the Weighing Machine (in proper order) with him at the time of delivery of rice to every school. The Transporting Agent is responsible for making delivery of stock at the desired point and no request for relief/concession shall be entertained. In case of shortage or damage noticed, if any, during transit, the cost of shortage will be borne by the Transporting Agent. There shall not be any change both in fair average quality and quantity of food grains (rice). The quality & quantity of the food materials may be inspected by the Govt. officials authorized by Collector, Puri during transit and also at delivery points.
21. The receiving officer/the Headmaster at the school point has the liberty to refuse to receive the rice if he/she is not satisfied with the exact quantity and fair average quality of rice. If any misappropriation is detected during inspection or otherwise, penalty shall be imposed which would be equivalent to 3 times or with market value whichever is higher of the cost of misappropriated food grains apart from initiating criminal case under the relevant law.
22. The Transporting Agent shall carry the delivery chalan to the schools with three copies and carbon paper. One copy of the delivery chalan shall be retained at the school; one copy shall be retained with the Transporting Agent and one copy shall be handed over to the District Nodal Officer-cum-District Education Officer, Puri for verification and Payment.
23. Payment shall be made against submission of bills as per approved rates incorporated in the Agreement on completion of delivery of food stuff as per the order of the competent authority. The District Education Officer-cum-District Nodal Officer, MDM, Puri/ Authorized officer shall have the right to deduct and adjust any amount found recoverable towards loss or damage or both.

  
District Education Officer, Puri

Signature of the Tenderer  
with seal

24. No advance payment of transportation bill shall be allowed. Payment of Bill is subject to availability of funds.
25. The authority may terminate the contract for violation of terms and Agreement or for any other reason to be recorded in writing.
26. The work is to be carried out with the due diligence and in accordance with the instruction to be issued from time to time by the Collector / District Education Officer-cum-District Nodal Officer, MDM, Puri / Officer authorized by the Govt.
27. If the Transporting agent fails to transport the food stuffs (rice) within the time limit, then the District Education Officer-cum-District Nodal Officer, MDM, Puri / authorized officer will take immediate steps to transport the same by other means and the extra cost incurred will be recovered from the pending bills/ Security deposit of the transporting agent.
28. The bills should be submitted preferably once in a quarter to the District Education Officer-cum-District Nodal Officer, MDM, Puri on completion of delivery of stock as per order of the competent authority otherwise lifting of food stuff for next quarter will be diverted to any other transporting agent with approved rate. The Transporting Agent have to file his/her bills of Transportation cost within two months of delivery of MDM rice failing which the bills for the same will not be entertained any more.
29. The transport agencies must intimate the District Education Officer and concerned Nodal Office, MDM of the block, the date, time & address of the OSCSC Ltd. before 3 days of lifting of rice indented for concerned block. The authorized officers have all the rights & may refuse to receive the rice lifted by the transport agents from OSCSC Ltd. if rice is being lifted without prior notice of the District Education Officer & concerned Block Education Officer. Further the concerned officer/nominee of the Collector may be intimated to be present at OSCSC Ltd. point for verification & sample collection of MDM rice.
30. The date of lifting of Rice and the quantity lifted along with the address of the OSCSC Ltd. must be intimated to the District Education Officer-cum-District Nodal Officer, MDM, Puri /Block Education Officer-Block Nodal Officer, MDM of the concerned block immediately in writing.
31. After lifting the rice from OSCSC Ltd. the same should be delivered at School points directly without transit as per the diversion order of the Block Education Officer-cum- Block Nodal Officer, MDM of the block.
32. After delivering the Rice at the school points the date wise quantity of rice delivered be intimated to Block Education Officer-cum-Block Nodal Officer, MDM of the block in writing with a copies of acknowledgement of rice received by the headmaster/authorized persons of the Schools.
33. The Mid Day Meal management of all the schools of Puri Sadar & Municipality, Satyabadi, kanas and more than 185 schools of Gop block are under the Akshaya Patra Foundation Trust. So rice meant for those schools is to be supplied to the Akshaya Patra Foundation Trust, Puri.

  
District Education Officer, Puri

Signature of the Tenderer  
with seal

34. The management of MDM of any other block may be transferred to the Akshaya Patra Foundation Trust partially or fully if such decisions were taken. Then the rice meant for those block/schools be supplied to the Akshaya Patra Foundation Trust.
35. The Tender Papers complete in all respect should reach the District Education Officer, Puri, Chandan Hajuri Road, Po/Dt-Puri, Pin-752001 latest by dt.27.03.2020 before 3.00 pm through Speed post/Regd. Post only. The office will not be responsible for any kind of postal delay. The tenders received beyond the schedule date & time shall not be taken into consideration.
36. The Document Bids of the tenders will be opened on dt. 30.03.2020 at 04.00 PM and the Price Bids will be opened on dt. 31.03.2020 at 04.00 pm in the office chamber of Collector, Puri in the presence of the tenderer or his/her authorized representative. The tenderers are not allowed to bring companion with them during the tender process.
37. In case single tender is received for one or more blocks, a single tender is qualified after scrutiny of document bids, the District Tender Committee reserves the right to negotiate the rate with the tenderer to reach on feasible rate or have cross negotiation by inviting revised offer in sealed envelope with all the qualified tenderers of the district to finalize the rate for transport of MDM rice.
38. The authority reserves every right to reject any or all the tenders received without assigning any reason thereof.

District Education Officer, Puri

I agree to abide by the above terms and conditions of the tender.

Date

Signature of the Tenderer  
with seal

  
District Education Officer, Puri

## PRICE BID

### TENDER SCHEDULE FOR TRANSPORTATION OF FOOD GRAINS (RICE) UNDER MID DAY MEAL SCHEME FOR THE YEAR 2020-21 OF PURI DISTRICT.

Name of the Block (Astaranga/ Brahmagiri/ Delanga/Gop/ Kanas/Kakatpur/ Krushnaprasad/Nimapara/ Pipli/ Puri sadar & Municipality/ Satyabadi )	Rate of transportation charges per Quintal towards transportation of Rice from OSCSC Ltd point to School points without transit including all charges irrespective of distance (in Rupees).	Rate of transportation charges per Quintal towards transportation of Rice from OSCSC Ltd point to the Akshaya Patra Foundation Trust, godown point without transit including all charges irrespective of distance (in Rupees).
	Rs.  Rupees in words:	Rs.  Rupees in words:

I do hereby declare to execute the above mentioned description of work in accordance with the conditions specified and at the rate mentioned in the table against the block irrespective of distance.

Signature of the Tenderer with Date & seal



(District Education Officer, Puri)

Annexure-I

Before the Executive Magistrate/ Notary Public Sri.....

**AFFIDAVIT**

1. Sri/Smt. ....aged about.....S/o/  
D/o/W/o..... proprietor/Partner/ Director  
of M/s ..... At..... Po  
.....PS. ....Dist.....

Do hereby solemnly affirm and state as follows:

- 1) That pursuant to the tender call notice dt..... of District Education Officer, Puri for appointment of Transport Contractor for transportation of food grain. I/ my firm/ company am/is an intended bidder to participate in the said tender process.
- 2) That as per terms & conditions of the tender documents, I am to declare that, I/my firm / company have not been black ,listed by any Central/State Govt. Organization or any Public Sector undertakings of the State/ Central Govt.
- 3) That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
- 4) That this affidavit is required to be produced with tender paper before the District Education Officer, Puri District.
- 5) That the facts stated above are true to the best of my knowledge and belief.

Identified by me

Deponents

Advocate

The above deponent being present before me & duly identified by Sri..... Advocate states on oath that the facts stated above are true to the best of his/her knowledge.

Deponent

\*strike out whichever is not applicable.

Executive Magistrate/

Notary Public.....

(District Education Officer, Puri)

(Signature of the tenderer)

## Annexure-II

## (DECLARATION OF FAMILY MEMBERS/ PARTNERS/ DIRECTORS)

Before the Executive Magistrate/ Notary Public Sri.....

**AFFIDAVIT**

I Sri/Smt. ....aged about.....Son/  
Daughter/ Wife of Sri ..... proprietor/Partner/ Director  
of ..... do hereby solemnly affirm and  
declare that following are the family members/ partners of the firm/directors of  
the company.

Sl No.	Name(s) of the Person/Partners of the Firm/Directors of the Company	Name of the family members	Relation with the tenderer (Tenderer's father, mother, wife etc., Partner, Partner's father, mother wife etc., Director, Director's father, mother wife etc
1	Person		
2	Partner-1		
3	Partner-2..likewise		
4	Director-1		
5	Director-2..likewise		

I am aware of the fact that the term 'Family' shall mean husband/ wife, unmarried son/ daughters, married son living in the same mess (including adopted children) & dependent parents. No person shall appointed as Transport Agent in a district under this tender process, if she/he or any of her/his family members has a commercial interest in a business relating to transport operation under Departmental Storage Operation in the same district and/ or custom milling of rice for OSCSC Ltd. in any district under DCP scheme of Govt. of India.

  
(District Education Officer, Puri)

(Signature of the tenderer)

I am also aware that commercial interest shall include business partnership or company for the operation as Transport Contractor under Departmental Storage Operation and/or Custom Miller for OSCSC Ltd. under DCP scheme of Govt. of India. I declare that I/ any family member/ Partner/ Director has no commercial interest with any Transport Contractor appointed in the district for which I am applying for appointment as Transport Contractor and/or with any Custom Miller for OSCSC Ltd. in any district.

If the above declaration is found false / not true during during the scrutiny of tender or the currency of the contract, I shall be liable for punishment for such breach of the contract and my agreement shall also be liable for termination. Apart from above, my EMD/ Security Deposit may also be forfeited.

Identified by me  
Deponents  
Advocate

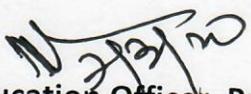
The above deponent being present before me & duly identified by Sri \_\_\_\_\_ Advocate states on oath that the facts stated above are true to the best of his/her knowledge.

Deponent

\*Strike out whichever is not applicable.

Executive Magistrate/

Notary Public \_\_\_\_\_

  
(District Education Officer, Puri)

(Signature of the tenderer)

## Annexure-III

Details of transport vehicles

Sl. No.	Type of Vehicle	Name of the Owner	Relationship with the Tenderer	Vehicle Regd. No.	Make/ Model	Permit/ Validity up to	Fitness up to	Tax paid up to	Insurance valid up to	PUCC valid up to

  
 (District Education Officer, Puri)

Signature of the Tenderer  
with seal

## Annexure-IV

## CHECK LIST

## DOCUMENT TO BE ATTACHED WITH THE DOCUMENT BID

SL.NO	Name of the Document	Put ✓ Mark
1	Tender paper & tender Document	
2	EMD & cost of tender paper	
3	Certified copy of Partnership deed/ Articles of Association/ Memorandum of Association/ Bye-laws/ Certificate of Registration, as applicable.	
4	Authorization letter in submitting the tender paper on behalf of the partnership firm /Company/ Family.	
5	Original fixed deposit/bank guarantee	
6	Copy of the latest income tax return for the assessment year 2020-21 (Financial year 2019-20) and copy of PAN CARD.	
7	List of 02 owned transport vehicle with attested Xerox copies of R.C Books & fitness certificate.	
8	Copy of the Registration Certificate under " The Carriage by Road Act 2007" & "The Carriage by Rode rule.2011".	
9*	Affidavit on use of vehicle of partner or Director	
10*	Affidavits mentioning that She/he/firm/company/family is not black listed by any Govt. organization/ undertaking or that no criminal or vigilance case is pending against the tenderer. (Annexure-I)	
11*	Affidavits as to family members /partner of the Firm/Director of the Company.( Annexure-II)	

N.B:

All document mentioned above except at Sl.No.1, 2, 5 (only in case of affidavit), 9, 10 & 11 have to be self-attested by the tenderer. Sl.No.1 shall be signed by the tenderer only and Sl.No.2, 5 (only in case of affidavit), 9, 10 & 11 shall be submitted in original.

Date  
Plae

Signature of the tenderer / Authorized person

Name:  
Seal:


(District Education Officer, Puri)